

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

August 6, 2008

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TITLE:	Hospital Preparedness Planner
POSITION NO:	07164
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$35,280 - \$44,100 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, August 20, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume and transcripts are required and may be submitted at any time up through interview.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for developing, integrating, and monitoring state and local-level planning and preparedness activities; coordinating outreach, training, and related functions in support of ongoing program operations and activities; assessment, planning, and training activities related to emergency preparedness for hospitals, community health centers, other healthcare entities and pre-hospital providers; and performing a variety of other duties as assigned. The position reports to the Program Coordinator, designee, or Section Supervisor and does not directly supervise other agency personnel unless otherwise indicated.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the principles and practices of hospital and pre-hospital response to Mass Casualty Events, Hospital Incident Command and the National Incident Management System; public health education and disease prevention; strategic planning and program development; youth, adult, and community education principles; and business, technical, and media communications. Knowledge of group dynamics and team building is desirable.

Skills: Skill in developing program plans and operational models according to unique community needs and funding requirements; analyzing, interpreting, and applying public health standards and regulatory requirements to unique situations; operating standard office technologies and software; and developing and delivering public presentations and outreach materials; and written and verbal communication.

Abilities: Ability to gather, analyze information and develop strategies to maximize resources and improve capabilities for healthcare facilities and EMS agencies; and work as a team member with diverse groups to integrate preparedness planning among all response partners.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in public health (medical, nursing, etc.), education, behavioral/social sciences, or communications-related field **AND** three years job-related work experience. Five or more years of progressive experience in the following areas will be considered equivalent to a college degree: emergency preparedness planning or emergency management experience for hospitals or Emergency Medical Services, clinical experience in Emergency Medical Services or clinical experience in hospitals. Other equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).

If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview.

4. Resume; and
5. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Hospital Preparedness Planner

Position: #07164

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your clinical experience in an acute care or pre-hospital setting.
2. Please describe any training or experience that you have in the area of Emergency Preparedness Planning.
3. Please describe any training or experience that you have in the area of Emergency Response.